

**MARICOPA COUNTY LIBRARY DISTRICT BOARD OF DIRECTORS MINUTE BOOK**

**April 16, 2003**

The Board of Directors of Maricopa County Library District, Phoenix, Arizona convened at 9:00 a.m., April 16, 2003, in the Board of Supervisors' Auditorium, 205 W. Jefferson, Phoenix, Arizona, with the following members present: Fulton Brock, Chairman; Andy Kunasek, Vice Chairman; Don Stapley, Max W. Wilson, and Mary Rose Wilcox. Also present: Fran McCarroll, Clerk of the Board; Shirley Million, Administrative Coordinator; David Smith, County Administrative Officer; and Paul Golab, Deputy County Attorney. Votes of the Members will be recorded as follows: (aye-no-absent-abstain).

**MINUTES**

Motion was made by Director Wilson, seconded by Director Stapley, and unanimously carried (5-0) to approve the minutes of meetings held on February 5 and 19, 2003.

**PERSONNEL**

Motion was made by Director Wilson, seconded by Director Stapley, and unanimously carried (5-0) to approve the personnel agenda. (List on file in the Clerk of the Board's Office.)

**PUBLIC HEARING – NEW FINES AND FEES SCHEDULE**

No member of the public coming forward at the Chairman's call, motion was made by Supervisor Stapley, seconded by Supervisor Wilson, and unanimously carried (5-0) to approve implementation of a new Fines and Fees Schedule for the Library District and approval of a new Fines and Fees Schedule for the Library District, to be effective 30 days after approval by the Library District Board of Directors. Also, amending the FY 2003 budget increasing the revenues \$28,700 and increasing expenditures \$180,000. For the first full year in effect, FY 2004, the revenue increase is estimated to be \$344,515 and the expenditure increase is estimated to be \$80,000. (C65030330) (ADM2802)

- Overdue fines on books, cassettes, magazines and DC's from 10 to 20 cents per day
- DVDs, Videos, DC-Roms, eBooks and ILLs from \$1 to \$2 per day
- Printing black/white remains at 25 cents per copy and color remains at \$1.25 per copy
- Photo copying from 10 to 15 cents per copy
- Lost Card – regular from \$1 to \$2
- Lost Card – Smart Card (new item) \$5
- Non-Resident fee from \$20 to \$40
- ILL from \$1, if not picked up to \$2 per request
- Replacement processing fee from 0 to \$5 plus fine & cost of book (time for refund – 30 days)
- Collection fee from \$10 to \$15

**ASSESS FEE FOR A DISHONORED FINANCIAL INSTRUMENT**

Pursuant to A.R.S. §44-6852, motion was made by Director Wilson, seconded by Director Stapley, and unanimously carried (5-0) to authorize the Library District to assess the maker of a dishonored financial instrument the maximum statutorily authorized fee (currently \$25) plus any actual charges that may be assessed by the financial institution as a result of a dishonored instrument. (C180301880) (ADM2802)

**REVISED GENERAL TRAVEL POLICY (A2313) AND RESCIND OTHER RELATED POLICIES - CONTINUED**

**April 16, 2003**

Item: Adopt revised policy A2313 General Travel Policy and Travel Manual for the Library District. And rescind the following policies as they may have been adopted or followed by the District: A2314 Travel Agency; A2315 Travel Advances; A2316 Conferences, Seminars, and Meetings; A2317 Travel – Transportation; A2318 Travel – Rented Motor Vehicles; A2319 Travel – Air Travel; A2320 Travel – Meals/Per Diem; A2321 Travel – Incidental Expenses; A2322 Travel – Lodging; A2323 Travel – Out of Country; and Federal Publication 1542 – Per Diem Rates. During the past year, the Travel Focus Group containing members from Finance, Human Resources and Materials Management revised policy A2313 - General Travel Policy (formerly known as General Travel Guidelines). The purpose of A2313 - General Travel Policy is to establish policies and procedures governing the travel activities of Maricopa County Elected Officials and employees in accordance with ARS §38-621 et seq. This policy defines the overall responsibility for travel and travel-like expenditures. One of the primary objectives of the group was to streamline the policies. Therefore, the revised policy is a compilation of the Maricopa County Travel and Travel-Related Policies. (C18030166) (ADM2808)

Clerk of the Board Fran McCarroll said this item has been continued to the May 7, 2003, meeting.

**BUDGET AMENDMENT INCREASING REVENUES AND EXPENDITURES**

Motion was made by Director Wilson, seconded by Director Stapley, and unanimously carried (5-0) to approval of a budget amendment increasing revenues and expenditures in the amount of \$8,953 for a Library Services and Technology Act Grant from Arizona State Library. This grant in the amount of \$41,000 was accepted by the Board on March 21, 2001. This amendment will allow the Library District to expend the remaining grant funds as approved by the Grantor. (C6501031301) (ADM2800-003)

**BUDGET AMENDMENT TO INCREASE EXPENDITURES**

Motion was made by Director Wilson, seconded by Director Stapley, and unanimously carried (5-0) to approval of a budget amendment to increase expenditures in the amount of \$73,548 for the Libraries For The Future Grant from US West Foundation. This multi-year grant was accepted by the Board on March 15, 2000. This amendment will allow the Library District to expend the remaining grant funds as approved by the Grantor. (C65000333) (C6502008801) (ADM2800-003)

**BUDGET AMENDMENT INCREASING REVENUES AND EXPENDITURES**

Motion was made by Director Wilson, seconded by Director Stapley, and unanimously carried (5-0) to approval of a budget amendment increasing revenues and expenditures in the amount of \$8,114 for the Library Services and Technology Act Grant – Literacy from the Arizona Department of Library, Archives and Public Records. This multi-year grant, originally in the amount of \$17,468, was accepted by the Board on November 7, 2001. This amendment will allow the Library District to expend the remaining grant funds as approved by the Grantor. (C6502022301) (ADM2800-003)

**BUDGET AMENDMENT**

Motion was made by Director Wilson, seconded by Director Stapley, and unanimously carried (5-0) to approve budget amendment regarding agenda item No. C65030012, Intergovernmental Agreement with Deer Valley School District, to include amendment to the budget increasing expenditures \$850,000 in FY 2003 and \$487,500 in FY 2004. (C6503001201)

**April 16, 2003**

**GRANT FUNDING FROM NATIONAL VIDEO RESOURCES AND THE NATIONAL ENDOWMENT**

Approval of application for and, if awarded, acceptance of a grant, not to exceed the amount of \$1,300 cash, from National Video Resources (NVR) and the National Endowment for the Humanities (HEH), in collaboration with the American Library Association (ALA) to pay an honorarium for a scholar (Dr. Kyle Longley, ASU Dept. of History) to present a video series at each of the Regional Libraries. The program is called "The Sixties: America's Decade of Crisis and Change." The District will also receive a set of the videocassettes for the series, support print materials (publicity and promotional items and introductory essays and bibliographies) for each program. Also, requesting approval to amend the budget increasing both revenues and expenditures in the amount of \$1,300. The District's indirect cost recovery rate is 10.99%. Indirect costs are not recoverable. (C65030353)

**DONATION**

Approve acceptance of a donation of \$100 from the Fountain Hills Library Association to the Fountain Hills Branch Library and a donation of \$90.68 from the New Friends of the MCLD to the Sun Lakes Branch Library. The District is also requesting approval to amend the budget increasing revenues and expenditures in the amount of \$190.68. (C65030360) (ADM2800)

**MEETING ADJOURNED**

There being no further business to come before the Board, the meeting was adjourned.

\_\_\_\_\_  
Fulton Brock, Chairman of the Board

ATTEST:

\_\_\_\_\_  
Fran McCarroll, Clerk of the Board